

PRE-CONSTRUCTION **SAFETY CONFERENCE**

CORNELL DUBILLIER ELECTRONICS SUPERFUND SITE **OPERABLE UNIT NUMBER 1** W912DQ-05-0001, TASK ORDER #0001 SOUTH PLAINFIELD, MIDDLESEX COUNTY, NJ

ENVIRONMENTAL RESIDENCY EAST BRUNSWICK, NJ

Project Engineer:

Resident Engineer:

Area Engineer:

Patrick Nejand

Neal F. Kolb, P.E.

Eugene R. Urbanik, P.E., P.P.

1. General Contract Information

Contract Particulars

PRE-CONSTRUCTION SAFETY CONFERENCE

Contract Number:

W912DQ-05-D-0001-0001

Contract Title:

Cornell Dubilier Electronics Superfund Site

Date of Conference:

03 November 2005

Conference Location:

Federal Creosote Superfund Site Trailer, Manville, NJ

Contractor:

Cape Environmental Management, Inc.

Area Engineer (COR):

Eugene R. Urbanik, P.E., P.P.

Resident Engineer (Alt. COR):

Neal F. Kolb, P.E.

Project Engineer (Alt. COR):

Patrick Nejand

Description of Work

This contract was awarded to CAPE Environmental Management, Inc., and consists of the following construction elements:

The Contractor shall provide fro Remedial Action at the Cornell Dubilier Electronics Superfund Site, South Plainfield, New Jersey, in accordance with the attached Statement of Work dated 8 March 2005.

2. Conference Guidance

.a. Purpose of Conference

- (1) The purpose of this conference is to acquaint the Contractor Cape Environmental Management, Inc. with safety requirements, accident prevention policies, and mishap reporting procedures of the Corps of Engineers, Environmental Residency and to emphasize to the Contractor the prime importance of safety on Corps of Engineers projects. The Contractor is totally responsible for the implementation of the Corps of Engineers Safety Program. Mutual understanding should be reached on all issues at this conference. This Safety Conference provides the opportune time to resolve differences in opinions as to safe operating methods and other safety features of work before they arise on the job. As a minimum, all items contained in this outline should be discussed at the conference.
- (2) A record of attendance and minutes of the Safety Conference, which will include comments made and mutual understanding developed, will be placed in a letter to the Contractor. An acknowledged copy of this letter will be returned to the Corps of Engineer and kept in the project safety file.
- (3) The Contractor's written Accident Prevention Plan (APP) will be carefully reviewed and discussed. Before this conference can be held the Contractor must have submitted a written APP and it must have been preliminarily accepted by the Government. The contractor shall amend the plan per any requirements resulting from the pre-construction safety conference.
- (4) As a minimum, the Contractor shall have at the meeting a preliminary activity hazard analysis (AHA) for the first major phase(s) of work for review. The process of preparation and submission activity hazard analysis for each major phase of construction work ("Definable Feature of Work"), and their use under the Quality Control System during the Preparatory and Initial phase meetings shall be discussed and agreed upon. Activity hazard analysis requirements and mutual understanding (Preparatory) meetings for each major phase of construction shall be discussed and agreed upon.

NOTE: The APP and AHA will be accepted at the safety conference subject to final review by the New York District, Safety Office.

(5) In general, the contract documents shall be reviewed and all safety requirements discussed.

b. Items to be Provided to Contractor at Conference

- (1) EM 385-1-1, Safety and Health Requirements Manual (via website "http://www.hnd.usace.army.mil", under "TECHINFO" then "Engineer Manuals").
- (2) ENG Form 3394, Accident Investigation Report
- (3) OSHA Form 300, Log and Summary of Occupational Injuries and Illnesses & OSHA Form 300A, Summary of Work Related Injuries & Illness

c. Items to be Made Available by Contractor at Con	ference (circle one)	•	
(1) Preliminary Activity Hazard Analysis.	Yes	No	
(2) Contractor's Accident Prevention Plan (APP). (must have been submitted and approved)	Yes	No	
(3) Housekeeping Plan.	Yes	No	
(4) Job Site Layout (trailers, storage area, temporary elect, etc.)	Yes	No .	
(Note: Below are items which apply to specialized not applicable)	projects or are Projec	t Specific. Rem	ove if
(5) PCB Plan	Yes	No	NA
(6) Lead Removal Plan	Yes	No	NA
(7) Asbestos Removal Plan	Yes	No	NA
(8) Blasting Plan	Yes	No	NA
(9) HTRW Work Plan or Hazard Removal Plan	Yes	No	NA

(10) Waste Management Plan

Yes

No

NA

3. Accident Prevention Procedures, Roles and Responsibilities

a. Contractor Responsibilities

The Contractor, Cape Environmental Management, Inc., is totally responsible for implementation of the Corps of Engineers Safety Program per the terms of the contract, including EM 385-1-1, Safety and Health Requirements Manual, and referenced standards, and all OSHA requirements, safety measures included in the approved work plans, and such other safety codes and standards as are applicable to the work at hand. The aim of the program is to protect the lives and health of persons exposed to operations on the contract and to safeguard property and equipment from loss or destruction resulting from accidents. All equipment, materials and procedures shall comply with contract safety requirements.

b. Contractor Safety Staff

Where required by contract, the Contractor, Cape Environmental Management, Inc., will provide a full-time (or other) Safety Staff on the job whenever work is being done. The individual will have authority to take positive action in all safety matters, including shut-down of all non-compliant activities. To ensure continuity, a replacement individual shall be available to fill-in when unforeseen emergencies, vacations, etc., part or full-time. When a full-time professional is required it shall be provided for all shifts while work is being performed, and the individuals shall have no other duties except safety-related activities.

c. Sub-Contractor Responsibilities

All requirements of the Corps of Engineers Safety Program shall extend to all subcontractors. The Contractor, Cape Environmental Management, Inc., is responsible for apprising his Subcontractor(s) of all requirements under the terms of its contracts as well as the penalties for non-compliance, for coordinating the work to prevent the work of one craft from interfering with or creating hazardous working conditions for other crafts, and for making the necessary inspections of his Subcontractors' operations to insure that he is carrying out his Accident Prevention responsibilities.

d. Violations

If recurring violations and/or gross violations indicate that the safety performance is unsatisfactory, retention or some sort thereof will be withheld from the progress payment until corrective action has been completed.

e. Stop-Work Provisions

(1) In the event the Contractor is slow or refuses to comply with the request for correction of conditions contrary to the safety requirements, the Contracting Officer Representative, Neal F. Kolb, P.E. will issue an order stopping all or part of the work until satisfactory corrective action has been taken.

(2) The Contractor shall not base any claim or request for equitable adjustment for additional time or money on any stop order issued under these circumstances.

4. Accident Prevention Plan - Discussion

General: The APP should state the Contractor's intentions and methods of management in implementation of the Corps of Engineers Safety Program for the specific job, including contract compliance with all safety-related requirements. The plan must contain all items as required by EM 385-1-1, including staffing and qualifications, administrative procedures, training and indoctrination of workers, accident reporting procedures, emergency plans, etc. (see Chapter 1 and Appendix A of the manual). The plan must indicate an organized safety program where the safety requirements are made a contractual obligation to be met the same as any other provisions of the contract. It must include all work to be performed by all Subcontractors, and measures to be taken by the Contractor to manage their implementation.

5. Safety & Health Requirements Manual

a. Waivers to EM 385-1-1

Waivers to EM 385-1-1 can be granted only by the Office, Chief of Engineers, Washington, D.C. Waivers must be requested in writing and submitted to the Contracting Officer Representative. In all instances however, protection equal to or greater than the intent of the pertinent provision, will be provided. The Government Representative and his staff have no authority to approve exemptions or grant waivers to safety requirements delineated within the Safety & Health Requirements Manual, EM 385-1-1.

b. Radiological Safety: EM 385-1-1, Section 6

- (1) NO radioactive materials will be stored, handled, or used on any Corps Of Engineers or Contractor work under the supervision of the Environmental Resident Office without the prior written approval of the New York District, Safety Office.
- (2) Soil Density Test If the Contractor or any of its Subcontractors proposes to use meters containing radioactive materials to obtain unofficial results, the Prime Contractor shall include the use of such meters in the safety program and adhere to all Radioactive Material Permit requirements.

c. Daily Jobsite Tool Box Safety Meetings: EM 385-1-1, paragraph 01.B.O3

At least one safety meeting shall be conducted daily, of sufficient duration to provide pertinent safety and health training to enable workers to perform their work in a safe manner. Training shall be conducted by a qualified person (e.g. field supervisors, foremen, safety officer, etc.) for all workers and documented as required. The minutes of the meeting shall be documented with the salient features that were discussed. A sign-in sheet for all attendees shall be appended to this form. The format of the minutes has been made part of the approved Site Safety and Health Plan, and the contractor shall incorporate any recommendations.

d. Monthly Jobsite Supervisor Safety Meetings: EM 385-1-1, paragraph 01.B.O3(a)

Regularly scheduled safety meetings shall be held at least once a month for all supervisors on the project to review past activities, to plan ahead for new or changed conditions, and establish safe working procedures for anticipated hazards. An outline report of each meeting including safety issues to be discussed shall be submitted to the Project Engineer.

e. Activity Hazard Analysis: EM 385-1-1, paragraph 01.A.09

(1) Prior to beginning each major phase of work, an Activity Hazard Analysis (phase plan) shall be the Contractor for that phase. The analysis will address the hazards for each activity performed in that phase and will present the procedures and safeguards necessary to eliminate the hazards or reduce the risk to an acceptable level.

- (2) A phase is defined as an operation involving a type of work presenting hazards not experienced in previous operations or where a new Subcontractor or work crew is to perform work.
- (3) The analysis will be discussed by the contractor and government on-site representatives during QC "Preparatory Meetings". Work will not proceed on that phase until the Activity Hazard Analysis (phase plan) has been accepted by the Government.
- (4) The Contractor is required to submit an Activity Hazard Analysis for the first major phase of work prior to or at the Preconstruction Safety Conference.

f. Accident Reporting and Record Keeping: EM 385-1-1, paragraph 01.D.01

Handout -ENG Form 3394, Accident Report Form

- (1) In general, accidents involving the following must be reported on ENG Form 3394:
 - a) Any civilian or Contractor accident resulting in medical treatment other than first aid.
 - b) Injury resulting in lost work day(s).
 - c) Property damage of \$2,000 or greater.
- (2) Completed reports shall be submitted to the Contracting Officer Representative, Gene R. Urbanik, P.E., P.P., within three (3) working days after the occurrence. The report shall clearly indicate all codes associated with injuries and operations (see website for listing), as well as the cause of the accident and measures taken by the contractor to prevent recurrence.
- (3) If more than one employee is injured in a single mishap occurrence, the Contractor is required to submit a separate ENG Form 3394 for each employee.
 - (4) The following mishaps shall be reported immediately by the most expeditious means (verbal or telephonic) to the Contracting Officer Representative, Neal F. Kolb, P.E.:
 - (1) Fatality (Class A Accident) or serious injury-permanent disability (Class B Accident).
 - (2) When three (3) or more persons are hospitalized.
 - (3) Property and/or equipment damage of \$100,000 or more.
- (5) Except as indicated above, the Contractor shall notify the Government of any reportable accidents within 24 hours of occurrence.

g. OSHA Form 300: (Replaces OSHA Form 200)

OSHA Form 300 and 300A will be used for OSHA Recordable injury & illness cases and a general daily record of all general first aid treatments not otherwise reportable shall be maintained. Copies furnished to the Environmental Resident Office, Project Engineer. The Form will be posted at the Lunch Room Trailer.

h. Safety Exposure Reports: EM 385-1-1, paragraph 01.D.04.

- (1) The Contractor is required to maintain a record and report total monthly man hours for all prime contractor and subcontractor personnel exposed to potential accidents on the project site.
- (2) Total monthly exposure man hours shall be reported on a form and shall be submitted to the Environmental Resident Office, Project Engineer by the 15th of each month. The report should reflect man-hours per certified payrolls.

NOTE: Any delays in submitting this report will delay processing of monthly payment estimates.

i. Inspection of Construction Equipment: EM 385-1-1, paragraph 16.A

- (1) Before any machinery or mechanized equipment is placed into use, it shall be inspected and tested by a competent mechanic and certified to be in safe operating condition.
- (2) Defective equipment will not be allowed to operate until deficiencies are corrected and the piece of equipment is re-certified.
- (3) The contractor shall designate a competent person to be responsible for the inspection of all machinery and equipment daily and during use to make sure it is in safe operating condition.
- (4) Records of tests and inspections shall be recorded on a form. These forms shall be attached to Daily Quality Control Reports (QCR's).
- (5) All construction equipment shall be equipped with required reverse alarm, seatbelts, rollover protection and rear view mirrors. Rollover protection identification shall include make and serial number of equipment, manufacturer's name and number.
 - (6) Fire extinguishers are required on all pickups and equipment.
 - (7) The use of headphones for entertainment is prohibited.
 - (8) Only designated qualified personnel shall operate machinery and mechanized equipment.

j. Cranes and Derricks: EM 385-1-1, Section 16.C

(1) Prior to renting equipment, the Prime Contractor and the Subcontractor(s) should assure that the rental company can provide equipment meeting all safety requirements.

- (2) Inspection if there is an accident at the job site involving construction equipment, the first question asked is "Did the Contractor inspect, test, and certify that the equipment was in safe operating condition prior to the start of work, and was the person qualified to safely operate the equipment?".
- (3) Shall be equipped with a boom angle indicator and a load-indicating device or a load-limiting device to prevent loading beyond the manufacturer's rating at any boom radius and counter-weighted position.
- (4) Copies of performance tests of crawler, truck, and wheel-mounted cranes shall demonstrate the strength, stability, capability, and adequacy of power, brakes, clutches, and controls to safely maneuver 125% of the anticipated load. Performance tests shall be submitted to the Environmental Resident Office, Project Engineer prior to placing the equipment in operation.
 - (5) Crane Operators must have qualifications in writing.
- (6) Critical Lift Plans shall be submitted for approval prior to operations, where required by EM 385-1-1.
- (7) Crane Signals (EM 385-1-1, 16.C.11 and Section 8-8) Only one person will give signals to the crane operator. This person must be experienced and familiar with the proper signals.

k. Positive Fall Protection: EM 385-1-1, paragraphs 5F, 5G & 21C

- (1) Prior to commencement of work phases in elevated areas, the Contractor shall address all provisions of the positive fall protection system in the activity hazard analysis for that phase.
- (2) Emphasis on this project should be placed on providing 100% fall protection for fall hazards over 6 feet height. Guardrails, safety belts, and lifelines, approved scaffold planking and proper erection of same, proper access to scaffold areas, barricades for trenching, properly constructed ladders must be used where required. Special attention is directed to the requirement for scaffolds to be erected and dismantled under supervision of a competent persons, and maintained in accordance with the " Manufacturer's Instructions ". The Contractor will provide a copy of these instructions to the Environmental Resident Office.

l. Elevated Work Areas: EM 385-1-1, Sections 21 & 22

Perimeter guardrails shall be installed at floor, roof, or wall openings more than 6 feet above an adjoining surface and on roof perimeters. Railings must withstand 200 lbs force without failure in any outward or downward direction at any point along the top rail, and shall not deflect to a height less than 39 inches to provide adequate stability under any anticipated impact loading. As a minimum, the rails shall consist of a top rail at a height of 42 inches (+/- 3"), a mid rail (halfway between the toprails and the floor) and a toe board. Midrails, screens, mesh, etc. shall resist without failure a force of 150 lbs.

m. Formwork and Falsework: EM 385-1-1, Section 27

- (1) All formwork, falsework, structural shoring, and bracing shall be designed, erected, braced, and maintained so that it will safely support all vertical and lateral loads that might be applied until such loads can be supported by the structure.
- (2) The design of formwork and falsework shall be submitted for review to the Environmental Resident Office, Project Engineer.

n. Temporary Electrical: EM 385-1-1, paragraph 11.D

- (1) Temporary wiring shall be guarded, buried, or isolated by elevation to prevent accidental contact by workers or equipment. Temporary lighting circuits shall be separate from electric tool circuits.
- (2) The Contractor is to submit a sketch of his proposed temporary electric power service, including all feeders, panels, disconnects, meter, circuit breaker ratings, provision of GFCI, etc. The plan should include a "plan layout" and a single-line diagram of the distribution system. Temporary electrical will not be installed until the Contracting Officer Representative approves detailed drawings.
- (3) Ground resistance and circuits shall be measured at the time of installation and shall comply with EM 385-1-1, 11.C.02 and 11.C.04. The measurement shall be recorded and a copy furnished to the Contracting Officer Representative.

o. Electrical Circuit Protection: EM 385-1-1, Section 11.B & 11.C.O5

- (1) Electrical Circuit Protection -All outlets shall have ground fault circuit interrupters (GFCI) for personnel protection. GFCI's shall be provided for extension cords and for all permanent receptacles. A testing means shall be provided which will impose a measured fault of 5 milliamperes and result in tripping the GFCI unit.
- (2) Reoccurring problems have existed with the use of portable electric generators and welding machines. When these pieces of equipment include receptacles they shall also be provided with GFCI. The Government will "red-tag" any such equipment not providing the required GFCI.

p. Fire Prevention and Protection: EM 385-1-1, Sections 9 & 10

- (1) Cutting or welding will be permitted only in areas that are or have been made fire safe. Where possible, all combustibles shall be located at least 35 feet horizontally from the work site. Where such location is impracticable, combustibles shall be protected with flame-proofed covers or otherwise shielded with metal or asbestos guards or curtains. Edges of covers at the floor shall be tight to prevent sparks from going under them. This precaution is also important at overlaps where several covers are used to protect a large pile. Other fire prevention precautions shall be in accordance with the latest National Fire Code. Gas cans must be equipped with a flame arrester.
- (2) Hot work permits required by the installation will be prepared and accepted by the designated authority prior to commencing any welding or cutting activities.

q. Housekeeping: EM 385-1-1, paragraph 14.C

- (1) The Contractor shall keep the work area, including storage areas, free from accumulations of waste materials. Daily cleanup is a requirement of this contract, and will be STRICTLY enforced.
- (2) The Contractor shall assign sufficient personnel to insure strict compliance with housekeeping and clean-up requirements of the contract clauses.
- (3) The Contractor shall submit a detailed plan for implementation of this requirement in the Accident Prevention Plan.

NOTE: Good housekeeping is an indispensable part of any construction program. It reduces possibility of personal injuries, reduces losses due to fires and damaged equipment, stimulates employee moral and improves progress. Since good housekeeping is a natural solution to these and many other problems which affect progress of the work, the Environmental Resident Office will insist that contractors keep construction areas, including storage areas used by them, free from accumulation of waste material or rubbish at all times.

r. Jobsite Safety Surveys: EM 385-1-1, paragraph 01.A.08

- (1) Weekly job site safety surveys will be performed by the contractor and attached to their daily quality control report. These inspections will be accomplished in addition to daily safety inspections conducted by the contractor.
- (2) If the Corps Of Engineers' representative encounters any safety violations during their site inspections, they will be documented in the daily report.

s. Drinking Water: EM 385-1-1, Section 02.A

- (1) An adequate supply of cool drinking water shall be supplied from sources approved by Federal, State, or local health authorities or treated in accordance with EM 385-1-1, paragraph 02.A.01.
- (2) Drinking water shall be dispensed by means which prevent contamination between source and the consumer.
- (3) The common cup is prohibited. A sanitary container for the paper cups and a waste receptacle for the used cups shall be provided.

t. Toilets: EM 385-1-1, Section 02.B

- (1) Sanitary toilet facilities shall be provided at each construction job site in the ratio of not less than one for each 20 employees or fraction thereof.
- (2) Provisions for routinely servicing and cleaning all toilets and disposing of the sewage shall be established before placing the toilet facilities into operation.

(3) Washing facilities shall be provided.

u. Medical Requirements: EM 385-1-1, paragraph 03.A.01

- (1) Prior to start of work, arrangements shall be made for medical facilities, ambulance service, and medical personnel to be available for prompt attention to the injured and consultation on occupational health.
- (2) The local hospital has provided such services in the past and it is recommended that they be contacted by the Contractor.
 - (3) Emergency phone numbers shall be posted next to or on the job site telephone.

v. First Aid: EM 385-1-1, Section 03.B

- (1) Adequate first aid kits, minimum 16 unit first aid kits, shall be provided in the ratio of one for each 25 persons or less. First aid kits shall comply with OSHA 1910.151 and 1926.50.
- (2) The contents of each first aid kit shall be checked by the employer before being sent out on each job and at least weekly when work is in progress to insure that expended items are replaced.
- (3) If medical facilities are not accessible within 5 minutes at least two or more employees shall be qualified to administer first aid and CPR. They will be certified by the American Red Cross or equivalent.

w. Personal Protective Apparel: EM 385-1-1, Section 05

- (1) Personal protective apparel, footwear, gloves, goggles, ear protection, etc., must be utilized as required. Employees shall wear clothing suitable for the weather and work conditions. The minimum shall be short sleeve shirt, long trousers, and leather or other protective work shoes or boots. Canvas, tennis or deck shoes are not acceptable.
- (2) Hard Hats (EM 385-1-1, Section 05.D): All personnel working or visiting construction activities shall be required to wear protective headgear. The entire job site is designated as a hard hat area and personnel will be required to wear hard hats at all times for their own protection. The contractor shall ensure that a sufficient number of "Hard Hat Area" signs are provided for this contract. These signs will be installed as soon as possible and within 15 days after commencement of work.
- (3) Employees will be trained in the proper use and care of personal protective equipment provided to them including the limitations of the protective equipment.

x. Traffic and Dust Control: EM 385-1-1, Par. 21.I & 16.M.09(i)

(1) Traffic patterns will be established and enforced.

(2) Dust controls shall insure safe operation at all times.

v. Excavations: EM 385-1-1, Section 25

Requirements for shoring of excavations four feet or more, and shoring design by a qualified individual shall be discussed. In addition, the types of protection required around excavations for the type of traffic expected shall be discussed. Requirements for digging permits will also be discussed.

z. Material Safety Data Sheets (MSDS): EM 385-1-1, Paragraph 01.B.04

The MSDS's must be submitted at the time of the delivery of any hazardous materials to the jobsite. A copy of the MSDS must be kept on the jobsite and access to these must be made to everyone/anyone. MSDS's must be followed in all areas, especially material handling, packaging, transporting and disposal. They also contain information on medical treatment, proper uses and reactions. Inventories and a site map (storage area) must be maintained at the project office and jobsite (EM 385-1-1, 01.B.O4).

6. Contract Specific Safety Requirements

Note: If applicable to the particular project, items indicated below shall be discussed at the Preconstruction Safety Conference and salient features indicated in the Contractor's APP.

a. Public Safety

- (1) The Contractor shall conduct his operations so as to offer the least possible obstruction and inconvenience to public traffic, and all traffic shall be permitted to pass through work with as little delay as possible.
- (2) Where the nature of construction operations in progress and the equipment and machinery in use are of such character as to endanger passing traffic, the Contractor shall provide such lights and signs, erect such fences and barriers, and station such guards as may be necessary to give adequate warning and to avoid damage and injury to passing traffic.

b. Hazardous Waste Remediation

All contract requirements including equipment, procedures and safeguards for hazardous waste containment, storage, removal and disposal shall be reviewed. This includes lead paint, asbestos, and any other toxic or radioactive waste indicated in the contract documents. In addition, procedures regarding encountering of unforeseen hazardous wastes must be discussed.

c. Specialized Personnel or Safety Programs

Contract documents will be reviewed for any requirements for safety professionals or specialists or special programs such as Industrial Hygienists, Medical Doctor/medical monitoring program, data sampling specialists, etc.

d. Confined Space Entry

Confined spaces on the jobsite will be identified and labeled by the contractor. Contractor shall acknowledge that only trained and qualified individuals will be allowed in confined spaces. Confined space entry plans shall be submitted before entry.

e. Blasting

Blasting will not be permitted and is not allowed by the contract documents. A Blasting Safety Plan must be approved prior to performing any blasting operations.

f. Base or Owner Safety Practices and Procedures

Compliance with all local authorities safety access and procedures shall be discussed, and should be incorporated into the APP:

7. Acknowledgement and Exceptions

Signatures of Representatives

Note: "Applicable Contract Provisions" are not intended to be all-inclusive, and are intended to highlight important points only. Signature of Cape Environmental Management, Inc. Date: Title Site Safety and Health Officer Date: _____ Title Site Superintendent Date: Title CQC Manager Date: _____ Title Project Manager Exceptions taken(): Yes() No(X) Please explain any exceptions taken on an attached sheet. Signature of U. S. Army Corps of Engineers Representatives: Date: Contracting Representative Officer / Area Engineer Date: _____ Alt. Contracting Officer Representative / Resident Engineer Date: _____ Alt. Contracting Officer Representative/ **Project Engineer**

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